

Application Guidelines for Kagoshima University Tuition Fee Exemption

Kagoshima University tuition fee exemption system waives either all or half of the tuition fees of selected students who are recognized as facing significant financial difficulty in paying tuition fees.

👉 **Important!** The meanings of the following terms under these guidelines are as stated below unless otherwise noted.

Undergraduate student	A student enrolled in an undergraduate course in the 2025 academic year (excluding privately-funded international students)
Graduate student	A student enrolled in a graduate school course in the 2025 academic year (excluding privately-funded international students)
Privately-funded international student	A privately-funded international student enrolled in an undergraduate or graduate school course in the 2025 academic year
Scholarship	Scholarship from the Japan Student Services Organization
Scholarship student	A student receiving a scholarship (including those not under a support category, on a leave of absence, or who have been suspended)

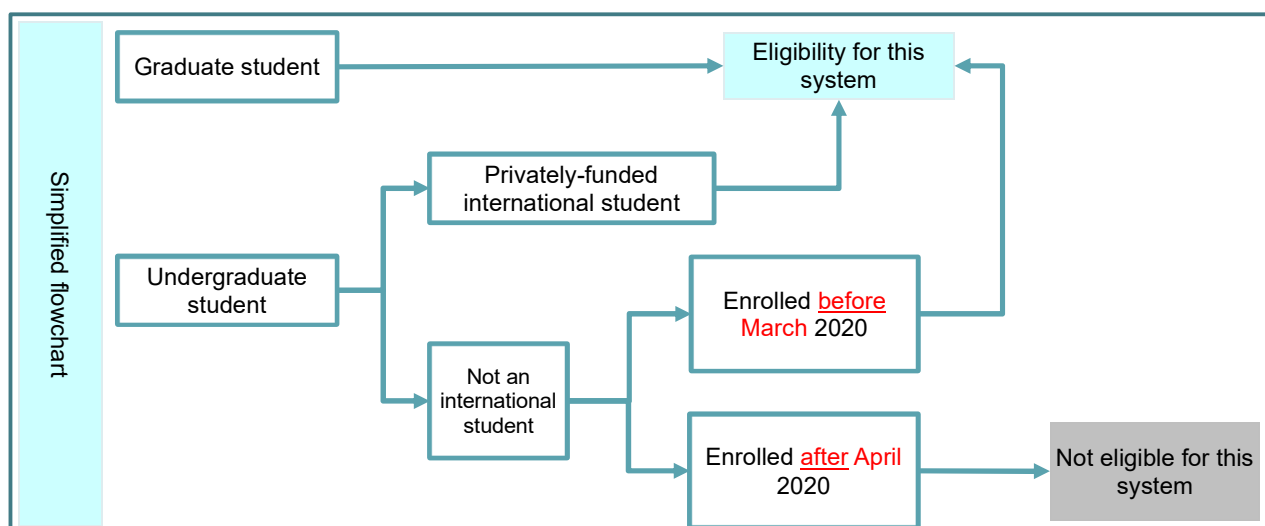
▼ Tuition fee exemption amounts

Exemption category	Exemption amount	Payment amount
Full exemption	267,900 yen	0 yen
Half exemption	133,950 yen	133,950 yen
No exemption permitted	0 yen	267,900 yen

*The amounts listed are for half a year.

1 Eligibility

Graduate students, privately-funded international students, and undergraduate students (enrolled before March 2020) who meet the application requirements (next page) are eligible.



Application requirements (eligibility to apply)

▼ Graduate students

Students who meet the conditions of either (1) or (2) below

- (1) Students with excellent academic performance who face financial difficulty in paying tuition fees
- (2) Students recognized as facing significant financial difficulty in paying tuition fees due to the death of their primary source of academic funding (hereinafter “tuition-paying person”) within the six months prior to the application deadline (April 1 for the first semester or October 1 for the second semester; the same shall apply hereinafter) (or, in the case of new students, within the one year prior to enrollment), or due to suffering damage from a storm, flood, or other disaster, or due to their tuition-paying person suffering said damage

▼ Privately-funded international undergraduate students

Students who meet all of the following conditions

- Students with excellent academic performance who face financial difficulty in paying tuition fees due to changes in their household finances after entering Japan
- Students who are ineligible for the New Higher Education Support System due to visa status or other conditions

Ineligibility to apply (ineligible for selection)

Students who fall under any of the conditions (1) through (3) below may not apply.

- (1) Those who have repeated a year (those who meet the condition of either ① or ② below)
 - ① Those who have repeated a year in the same grade during the application period for tuition fee exemption
 - ② Those who have not earned the minimum number of credits in the semester before the application period for tuition fee exemption
- (2) Those whose period of enrollment has exceeded the regular period of study.
- (3) Research students, non-degree students, or other non-regular students, or those who are not charged tuition fees such as government-sponsored international students

* However, students shall be eligible for selection if the condition of either (1) or (2) applies and **they have met the standard credit requirements, and if any of the following circumstances ① through ④ below apply.** In such case, the period of repeating or exceeding the regular period of study shall, in principle, be no longer than one year.

- ① If unable to earn credits due to illness or due to being on a leave of absence due to an illness (Attach a doctor's certificate)
- ② If unable to earn credits due to studying abroad on a government-sponsored scholarship or subsidized by a local public body, etc. (with a study abroad period of at least 6 months) (Attach proof)
- ③ If repeating a year or exceeding the regular period of study due to reasons beyond the student's control, such as research theme or research methods, when writing a thesis as a graduate student (Attach proof) *The student must have earned credits for subjects other than the thesis.
- ④ In the event of any of the following unavoidable circumstances (Attach proof of the unavoidable circumstances)
 - If the student took a leave of absence due to childbirth or childcare
 - If the student took a leave of absence to participate in a public project at the request of the national government or local public body, etc.
 - If the student got a part-time or full-time job while continuing their studies to earn money for tuition, etc., due to the absence of a tuition-paying person or due to being a member of a protected household
 - If the student is physically disabled

Students applying under any of the circumstances ① through ④ must also submit a "Recommendation with Written Statement of Reasons for Exemption from Tuition Fees (Form 5)" written by their academic advisor.

* Long-term enrollment students who will exceed the term of study must submit a "Recommendation with Written Statement of Reasons for Exemption from Tuition Fees (Form 5)" from their academic advisor after submitting a written request in advance to the Financial Support Section. If the "Recommendation with Written Statement of Reasons for Exemption from Tuition Fees (Form 5)" is not submitted, the application will be withdrawn due to incomplete documentation.

2 Selection criteria

Students are selected based on ① **academic** and ② **financial criteria** set by Kagoshima University.

Those who ① meet the academic criteria will be ranked according to ② their financial criteria, and a decision to offer either full or half-tuition exemption will be made.

However, please note that **even students who meet the criteria may not be offered tuition exemption** due to the need to ensure that exemptions remain within the budget.

Refer to the University webpage which lists the number of standard credits and the academic performance index required in judging academic criteria, and the calculation method for financial criteria. Please be sure to review them.

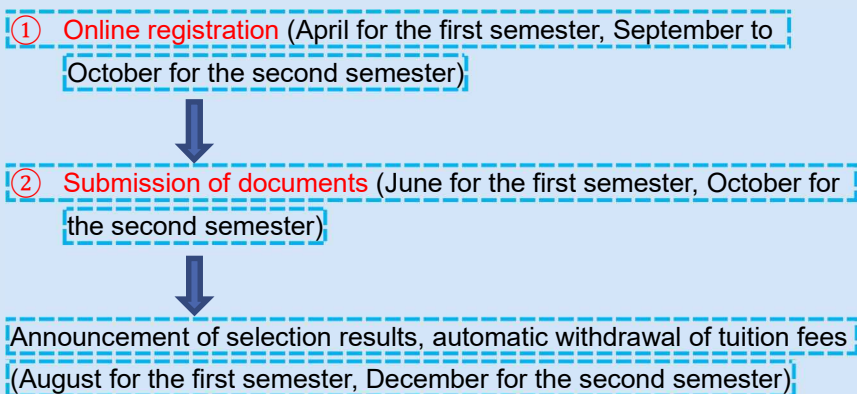


Both the ① academic criteria and ② financial criteria must be met.
For example, students will be denied if they meet the financial criteria but **not** the academic criteria (or vice versa).



Scan here for the webpage

3 Application procedure



*The specific dates will be posted on the webpage.

The general process is as follows.

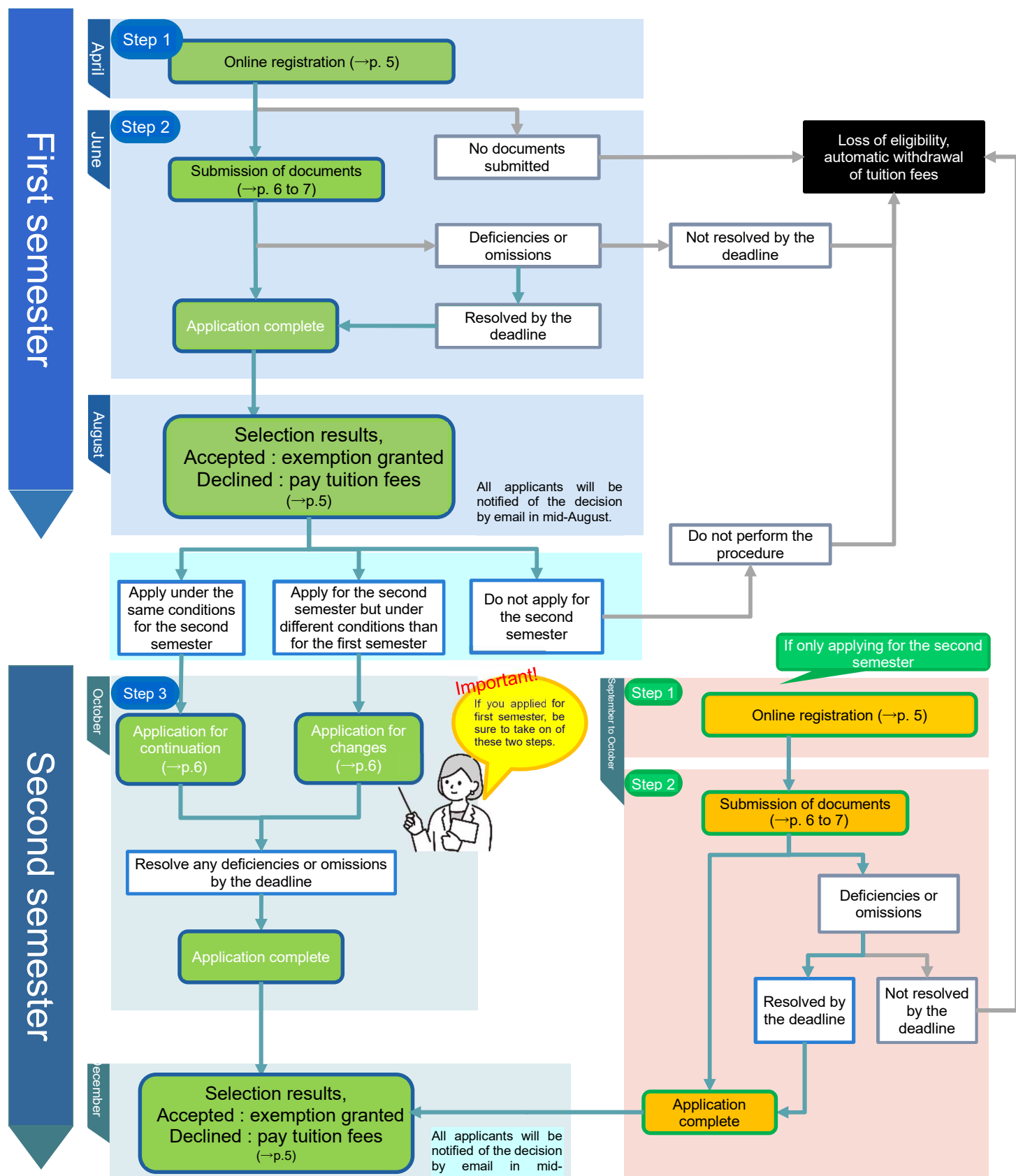
Both procedures ① and ② are required.

If applying for both the first and second semesters, **documents may not need to be submitted for the second semester**, depending on the applicant's circumstances.

Process from application to selection (detailed version)

Follow the steps below to apply.

- * If you fail to meet any of the deadlines set by the University, your **application will be canceled**.
- * The specific dates and times will be posted on the University webpage.
- * Ensure that there are no errors in your address registered in the academic Web system, so that you can receive emails from the university.



Online registration

Online registration is the critical first step in the application process for tuition fee exemption. This will suspend the automatic withdrawal of tuition fees and allow you to move on to the document submission stage of the process, so be sure to complete the procedure by the deadline if you wish to apply.

The procedure can be completed online in April for the first semester and in September and October for the second semester. **No registration will be allowed after the deadline.**

The application schedule and method will be posted on the tuition fee exemption webpage.



Be careful! Don't make a mistake in your online registration!

Important

Every year, some students **mistakenly input the wrong student ID number** when applying.

It is particularly common for internal transfer students to discover later that their registration has not been recorded because they **input their old student ID number**, so please be careful.

An input error will mean that you have not yet applied, and tuition fees will be automatically withdrawn as usual.

Common input errors

- A student who has advanced from **the Faculty of Engineering to the Graduate School of Science and Engineering** **entered their student ID number from their time in the Faculty of Engineering.**
- A student who has advanced from the Master's Course to the Doctoral Course in a certain **Graduate School** entered their student ID number from their time in the Master's Course. (A case of someone advancing from **Master's** Course → **Doctoral** Course within Kagoshima University)
- A student entered their Kagoshima University ID (e.g., k1234567).
- Simple input errors

No old student ID numbers
Input your new student ID number



Announcement and notification of selection results

When the selection process is complete, you will be notified thereof by email (first semester: August; second semester: December) using the email address registered in the academic Web system.

Log in to the academic Web system and check the results under [Student information inquiry] > [Exemption information].

Payment of tuition fees

If you are granted a half exemption or are denied any exemption, the amount of the tuition fees automatically withdrawn from your tuition fee transfer account (*) will be based on the selection results. The scheduled dates for automatic withdrawal are as follows.

* Tuition fee transfer account: The financial institution account registered by the student at the time of enrollment. If the account has been changed, the fees will be withdrawn from the new account. For inquiries about the transfer account, contact a financial officer (Accounting Division, Finance Department).

	Announcement and notification of selection results	Payment of tuition fees <small>*If the 27th falls on a Saturday, Sunday, or public holiday, the fees will be withdrawn on the financial institution's next business day.</small>
First semester	Mid-August to late August	August 27 (automatic withdrawal from account)
Second semester	Mid-December to late December	December 27 (automatic withdrawal from account)

▲ The above are the actual dates for the 2024 academic year. Please be aware that the dates are subject to change, so be sure not to miss any emails sent by the university.

4 Submission of documents

Once you have completed online registration, prepare the documents necessary for your application, and submit them within the designated period.

The documents needed vary depending on the applicant's circumstances.

- ① Identify your application category and the people included in your household in the "I. Application category" and "III. Household members" sections below.
- ② Once you have identified your application category, etc., check off the boxes in "5. List of required documents (→ from p. 8)" as you prepare the documents.
- ③ Also check "II. Application period category" to understand the procedures that you need to complete.

(1) Category identification

▼ I Application category

The application category is determined based on the student's circumstances as of the application deadline (1 April for the first semester, 1 October for the second semester).

Application category	Definition
General student	A student who is neither an independent student nor a privately-funded international student
Independent student	A student who meets <u>all</u> of the conditions ① through ③ below, and who is <u>financially independent</u> <ol style="list-style-type: none"> ① Not a dependent of a parent, etc., for income tax and health insurance purposes ② Lives apart from parents, etc. (Registering as a separate household while living at the same address is not considered to be living apart.) ③ Has an income (or a spouse has an income, if applicable) and has submitted an income tax return and has been issued an income certificate for that income
Privately-funded international student	A privately-funded international student

▼ II Application period category

The application period category is determined based on the period and content of the application.

A. Students applying for the first semester

Application period category	Targets	Necessary documents
First semester application	All students applying for the first semester *Students who applied for the first semester and also wish to apply for the second semester must read "7. Confirmation of reason for change (p.12 to 14)" to see if there is an applicable reason for a change by the application period for the second semester.	Check "6. List of required documents"

B. Students applying for the second semester

Even if you already applied for the first semester, **you need to complete one of the procedures below** if you wish to apply for the second semester.

If you do not apply via one of the following, **it will be assumed that you do not wish to be exempted, and tuition fees will be automatically withdrawn as usual.**

Application period category	Targets	Necessary documents and application method
-----------------------------	---------	--

Application for continuation	If you applied for the first semester and there are no changes in your application as of the application deadline for the second semester (1 October) ● There is no need to prepare documents as there are no changes. Selection will be based on the first semester documents. However, this does not mean that the result will be the same as the first semester.	Apply online. *The URL will be announced in the second semester.
Application for changes	If you applied for the first semester and there are some changes in your application as of the application deadline for the second semester (1 October)	Check “7. Confirmation of reason for change”
Second semester application	If you did not apply for the first semester but wish to apply for the second semester (This also applies to students who enrolled in October.)	Check “6. List of required documents”

▼ III Household members

Household members are determined by the “I. Application category.” Please check the following.

In principle, household members are those who share a livelihood with the applicant as of the application deadline (1 April for the first semester, 1 October for the second semester).

Application category	Those counted as household members
General student	① The applicant ② Parents (including anyone supporting the household finances on behalf of the parents) ③ Dependents of those in ② for income tax purposes, whether living together or separately * Siblings, grandparents, etc., who are not dependents of those in ② for income tax purposes are not counted as household members, whether living together or separately.
Independent student	① The applicant (including spouse) ② Dependents of those in ① for income tax purposes, whether living together or separately
Privately-funded international student	① The applicant (including spouse) ② Dependents of those in ① for income tax purposes * Parents, etc., who do not live in Japan are not counted as household members.

(2) Precautions when preparing documents

- The information in the documents must be accurate as of the application deadline (1 April for the first semester, 1 October for the second semester). The date you enter may be the date you prepared the documents.
- Use a black ballpoint pen. Pencils and erasable ballpoint pens are not acceptable.
- Errors must be crossed out with double lines and the correct information entered in the margin. (There is no need to apply a correction seal.)
- Ensure that any official certificates, etc., that you submit do not include your Individual Number. Black out your Individual Number on documents where it appears.
- Copy or paste any documents smaller than A4 size onto A4 paper.
- Make and retain copies of all submitted documents because, in principle, they may not be returned or viewed.
- The contents of and information pertaining to the submitted documents will be used in determining tuition fee exemptions and for financial support provided by the University, and will not be used for any other purpose.

(3) Where to submit documents

Submit the documents by post or in person during the submission period.

■If sending by post: Send by Letter Pack(available from Japan Post).

To: Tuition Fee Exemption Manager, Financial Support Office, Student Life Section, Student Affairs Department, Kagoshima University
1-21-30 Korimoto, Kagoshima 890-0065, Japan



Scan the QR code or visit the URL for information on how to send documents by Letter Pack (available from Japan Post).

■If delivering in person: Tuition Fee Exemption Counter, Student Life Section, 1st Floor, General Education Building 1

*Submission box available

(4) Withdrawal of application

If you wish to withdraw your application after completing your online registration or submitting documents, please submit a

“**Withdrawal Application Form [Form 21].**”

[Examples of withdrawal of application]

- You decided during the semester to take a break from your studies (or withdraw from school).
- You switched from being a self-funded international student to a government-sponsored international student.
- You need to pay tuition fees to be assessed for a degree.
- You wish to withdraw your application for other reasons.

申請区分：私費外国人留学生

Application category: Privately-funded international student

6. 必要書類一覧(私費外国人留学生)

List of required documents (privately-funded international students)

必須書類が不足している場合は、申請できません。

Applications cannot be made if required documents are missing.

必 須 書 類 Required Documentation 該当する項目に☑ ☑ in the relevant place	注意事項 Points to note
<input type="checkbox"/> 提出書類チェックリスト【様式1】 Checklist of documents for submission [Form 1]	
<input type="checkbox"/> 家庭調書【様式2】 Family Record [Form 2]	<ul style="list-style-type: none">・母国に住んでいる両親や兄弟は含めないこと。 Do not include your parents or siblings living in your home country.・申請者と同居し、生計を共にしている家族のみを記載すること。例：配偶者、子 Please list only family members who live with you and share your livelihood. Example: spouse, child.
<input type="checkbox"/> 授業料免除願【様式3】 Request for Exemption from Tuition Fees [Form 3]	
<input type="checkbox"/> 同意書【様式4】 Consent Form [Form 4]	
<input type="checkbox"/> 授業料免除の推薦理由書【様式5】 Recommendation with Written Statement of Reasons for Exemption from Tuition Fees [Form 5]	
<input type="checkbox"/> 家計状況申立書【私費外国人留学生】【様式9】 Application Form regarding Household Financial Circumstances [Form 9]	
<input type="checkbox"/> 令和7年度(令和6年分)所得額・課税額証明書 (収入・所得の内訳、配偶者控除、扶養控除人数、課税額が記載されたもの) Certificate(s) of income and tax for 2024 (Should include itemization of income and earnings for one year, itemization of deductions, and amount paid in city or prefectural tax)	<ul style="list-style-type: none">・発行機関ごとに証明書の名称が異なる場合あり The name of the certificate may differ, depending on the municipality・1人1枚で証明を受けたものを提出 Please use personal ID (one document per person)・2024年1月2日以降の入国者は提出不要 Immigrants arriving after Jan. 2, 2024, are not required to submit.
<input type="checkbox"/> 在留カードのコピー 又は 外国人登録証(カード) Copy of residence card or certificate of alien registration (card)	世帯全員分を提出(注:カードは両面コピー) Submit details of all household members Note: Copy both sides of the card(s)
<input type="checkbox"/> 健康保険証のコピー Copy of health insurance certificate	世帯全員分を提出 Submit details of all household members
<input type="checkbox"/> 申立書【様式7】 Application Form [Form 7]	・必須書類の提出が遅れる場合等、特に説明を要する事柄がある場合に提出 Submit in case there are matters that require special explanation, such as when the submission of essential documents is delayed.

※英語表記の証明書を提出する場合は、日本語訳を添付してください。

When submitting a certificate in English, attach a Japanese translation.

申請基準日（前期申請：4月1日、後期申請・変更申請：10月1日）の世帯構成員（申請者を含む）の収入等について、該当項目に応じた必要書類を提出してください。

Please submit necessary documents according to applicable items concerning income, etc. of household members (including applicants) on the application standard date.

Application standard date (The base date for the first semester is Apr. 1, 2025. The base date for the second semester is Oct. 1, 2025)

項 目 Item 該当する項目に☑ ☑ in the relevant place	必要書類 Required documents 提出書類に☑ ☑ in the relevant place	注意事項 Points to note
☐給与所得者(申請基準日に働いている場合に必要) Salary earners (Required when working as at the application standard date)		
◆☐2024年1月2日以降に就職 I have started work since Jan. 2, 2024	☐年収(見込)証明書【様式10】 Certification of (Projected) Annual Income [Form 10]	
☐今年、TA(RA)として働く予定 I am planning to work as a Teaching Assistant (Research Assistant) this year.		
◆☐無職 Unemployed	☐無職の申立書【様式12】 Application by Unemployed Applicant [Form 12]	
☐これから働く予定(勤務先が決まっている) I am planning to work (I have obtained a part-time job.)	☐年収(見込)証明書【様式10】 Certification of (Projected) Annual Income [Form 10]	
☐給付型の奨学金を受領している I am receiving a benefit-type scholarship	☐受領する期間と月額を確認できる証明書のコピー Copy of Certificate to confirm the period of receipt and monthly amount	・申請者本人の分のみ提出 Only for submission by tuition exemption applicants
☐給付型の奨学金を受領する予定 I plan to receive benefit-type scholarship		

申請基準日（前期申請：4月1日、後期申請・変更申請：10月1日）の世帯構成員について、該当項目に応じた必要書類を提出してください。なお、必要書類がない場合は特別控除等の認定は行いません。

Please submit necessary documents according to applicable items for household members at the application standard date. There is no special deduction when there are no necessary documents.

Application standard date (The base date for the first semester is Apr. 1, 2025. The base date for the second semester is Oct. 1, 2025)

項 目 Item 該当する項目に☑ ☑ in the relevant place	必要書類 Required documents 提出書類に☑ ☑ in the relevant place	注意事項 Points to note
☐就学者がいる世帯(申請者は除く) Household with enrolled student (excluding applicant)		
☐国立の学校 National school	☐在学状況等証明書【様式16】 Certificate of student status etc. [Form 16]	
☐公立・私立の学校 Public and private schools	☐在学証明書 Certificate of student status	
☐特に説明を要する事柄 There are matters that require special explanation	☐申立書【様式7】 Application Form [Form 7]	

※英語表記の証明書を提出する場合は、日本語訳を添付してください。
When submitting a certificate in English, attach a Japanese translation.

Caution! For everyone applying for the first semester

Please be sure to check "Confirmation of reasons for change" (pages 12 to 14)

申請期区分：変更申請 (対象:前期申請者)
Application period category: Application for changes (for first semester applicants)

提出時期:後期の申請期間
Submission period: Second semester application period

学部・研究科 Faculty/Graduate school	学科 Department	学籍番号 Student ID number	氏 名 Name

7. 変更事由確認書

Confirmation of reasons for change

2025年4月2日から2025年10月1日において、以下に記載する変更事由のいずれかに該当する場合は、後期の申請期間に「変更申請」を行う必要があります。

前期申請者は、必ずこの「変更事由確認書」を一読し、該当するものがないか確認してください。

※該当する変更事由がない場合は、「継続申請」を行う（オンライン申請）。

Be sure to check "Confirmation of reasons for change."

From Apr. 2, 2025 to Oct. 1, 2025, if you have any of the changes listed below, please be sure to submit an application for change during the second semester.

If you have applied for the first semester, be sure to read this "Confirmation of reasons for change" carefully to see if any conditions apply.

*If none of the below applies to you, please submit a continuation application (this is a web application).

〈必須書類〉<Required documents>

提 出 Submission	
申請者全員 All applicants	変更事由確認書 (p.12-14をコピー) Confirmation of reasons for change (make a copy of pages 12 to 14)
	※該当する変更事由に☑を入れたもの Check the items that apply to you
	前期に提出した家庭調書【様式2】のコピー ※変更箇所を赤字で記入する Copy of Family Record [Form 2] submitted in the first semester, with corrections in red

〈該当する変更事由〉<Applicable reasons for change>

変更事由 Reasons for change 該当する変更事由に☑ Check the items that apply to you	提出書類 Document ※指定された添付書類を含む Include attachments as specified
【申請区分の変更】 [Change of application category]	
□一般学生 □独立生計学生 □私費外国人留学生 General student, Independent student, Privately-funded international students	必要書類一覧に該当する書類 (前期に提出した書類の代用は不可) Documents that apply to the list of required documents . (you can't use the document submitted in semester 1)
【申請理由の変更】 [Change of reason for application]	
□学資負担者の死亡 Death of a tuition-paying person	死亡診断書のコピー又は戸籍謄本 Copy of death certificate or Certificate of Family Register 授業料免除願【様式3】 Request for Exemption from Tuition Fees [Form 3]
□災害による被災(学資負担者又は本人が被災) Disaster damage (a tuition-paying person or yourself)	被害状況届【様式20】(別途添付書類が必要) Notification of Circumstances of Damage [Form 20] (supporting document is required) 授業料免除願【様式3】 Request for Exemption from Tuition Fees [Form 3]
□経済的理由 ※学資負担者の死亡日又は災害による被災日から半年以上が経過 Economic reasons *More than half a year has passed since the death date of the person who pays tuition or the date of disaster.	授業料免除願【様式3】 Request for Exemption from Tuition Fees [Form 3]

変更事由 Reasons for change 該当する変更事由に☐ Check the items that apply to you	提出書類 Document ※指定された添付書類を含む Include attachments as specified
【世帯状況の変更】 [Change of household status]	
<input type="checkbox"/> 世帯構成員の増 Increase in household members	戸籍謄本 Certificate of Family Register 増えた者に関する「6.必要書類一覧(p.10-11)」の書類 【例: 申請者が「独立生計学生」で、結婚により配偶者と子が増えた場合】 ・配偶者の所得額・課税額証明書(無職でも必要) ・住民票(変更が反映された最新のもの) ・健康保険証のコピー(配偶者と子の2人分) ・家計状況申立書【独立生計】【様式8】(変更箇所を赤字修正したもの) Documents indicated in "6. List of required documents" (p. 10 to 11) for those who experienced an increase [Example: If the applicant is an independent student and has gained a spouse and child through marriage] ・Certificate of income tax for spouse (even if unemployed) ・Certificate of residence (the most recent version that reflects any changes) ・Copy of health insurance card (for both the spouse and any children) ・Application Form regarding Household Financial Circumstances [Independent Students][Form 8] (with any changes in red)
<input type="checkbox"/> 世帯構成員の減(父母の離婚) Decrease in household members (e.g.: Divorce of parents)	戸籍謄本 Certificate of Family Register
<input type="checkbox"/> 世帯構成員の減(父母以外) Decrease in household members (Other than parents)	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 障害者の認定 Disability certification	障害者世帯申立書【様式17】(別途添付書類が必要) Application by Member of Special-Needs Household [Form 17] (supporting document is required)
<input type="checkbox"/> 障害者の取り消し Cancellation of disability certification	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 長期療養者の増 Increase in number of persons receiving long-term care	長期療養証明書【様式18】 Certification of Long-Term Medical Treatment [Form 18]
<input type="checkbox"/> 長期療養者の減 Decrease in number of persons receiving long-term care	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 単身赴任等による別居を開始 Starting separation from a tuition-paying person due to moving out to live alone, etc.	単身赴任等申立書【様式19】 Application form for separation from a tuition-paying person due to moving out to live alone, etc. [Form 19]
<input type="checkbox"/> 単身赴任等による別居を終了 Ending separation from a tuition-paying person due to moving out to live alone, etc.	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 就学者の増 Increase in the number of persons attending school	在学状況等証明書【様式16】又は Certificate of student status, etc. [Form 16] or 在学証明書 Certificate of student status
<input type="checkbox"/> 就学者の減 Decrease in the number of persons attending school	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 本人を含む就学者の通学区分の変更 Change of school attendance category, including yourself	申立書【様式7】 Application Form [Form 7]
【収入状況の変更】 [Change of income status]	
<input type="checkbox"/> 就職(転職) Employment (Job change)	年収(見込)証明書【様式10】 Certification of (Projected) Annual Income [Form 10]
<input type="checkbox"/> 退職 ※再就職はしていない Retirement *No reemployment	無職の申立書【様式12】 Application by Unemployed Applicant [Form 12]
<input type="checkbox"/> 給与の増減 ※雇用形態の変更等による基本給の増減 Increase or decrease in salary *Change in basic salary due to changes in employment format	年収(見込)証明書【様式10】 Certification of (Projected) Annual Income [Form 10]
<input type="checkbox"/> 開業 Starting a business	開業後の収入(見込)状況【様式11】 Situation of (Projected) Income after Start of Business [Form 11]
<input type="checkbox"/> 廃業 Closing a business	個人事業の開業・廃業等届出書のコピー Copy of Notification of opening / closing of private business

変更事由 Reasons for change 該当する変更事由に☐ Check the items that apply to you	提出書類 Document ※指定された添付書類を含む Include attachments as specified
<input type="checkbox"/> 2025年中に無給(減給)となる月がある場合 If there are unpaid (reduced) months in 2025	年収(見込)証明書【様式10】 Certification of (Projected) Annual Income [Form 10]
<input type="checkbox"/> 傷病手当金の受給開始 Start of sickness allowance	最新の支給決定通知書等のコピー Copy of latest payment decision notices, etc.
<input type="checkbox"/> 傷病手当金の受給停止 Suspension of sickness allowance	受給停止を確認できる書類のコピー Copies of documents that can confirm the suspension
<input type="checkbox"/> 出産手当金の受給開始 Start of maternity allowance	2025年中の受給額がわかるもののコピー Copy of proof of receipt during 2025
<input type="checkbox"/> 出産手当金の受給停止 Suspension of maternity allowance	受給停止を確認できる書類のコピー Copies of documents that can confirm the suspension
<input type="checkbox"/> 高年齢雇用継続給付金の受給開始 Start of basic continuous employment benefits for the elderly	最新の支給決定通知書等のコピー Copies of latest payment decision notices, etc.
<input type="checkbox"/> 高年齢雇用継続給付金の受給停止 Suspension of basic continuous employment benefits for the elderly	受給停止を確認できる書類のコピー Copies of documents that can confirm the suspension
<input type="checkbox"/> 年金の受給開始(増額) Start (increase) of pension	年金受給申立書【様式13】 Application form for receipt of pension
<input type="checkbox"/> 年金の受給停止(減額) Suspension (reduction) of pension	受給停止(減額)を確認できる書類のコピー Copies of documents that can confirm the suspension (reduction)
<input type="checkbox"/> 援助金等(養育費)の開始(増額) Start (increase) of financial support (childcare expenses)	援助金等の受領状況申立書【様式15】 Application form for receipt of grants [Form 15]
<input type="checkbox"/> 援助金等(養育費)の停止 Suspension of financial support (childcare expenses)	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 援助金等(養育費)の減額 Reduction of financial support (childcare expenses)	援助金等の受領状況申立書【様式15】 Application form for receipt of grants [Form 15]
<input type="checkbox"/> 生活保護費の受給開始 Start of receiving welfare expenses	生活保護決定(変更)通知書のコピー Copy of welfare decision (change) notice
<input type="checkbox"/> 生活保護費の受給停止 Suspension of receiving welfare expenses	申立書【様式7】 Application Form [Form 7]
<input type="checkbox"/> 給付型奨学金の受給停止(減額) ※私費外国人留学生のみ Suspension (reduction) of non-refundable scholarship *For privately-funded international students	受給停止(減額)を確認できる書類のコピー Copies of documents that can confirm the suspension (reduction)
<input type="checkbox"/> 給付型奨学金の受給開始(増額) ※私費外国人留学生のみ Start (increase) of non-refundable scholarship *For privately-funded international students	受領する期間と月額(または増額したことを)確認できる証明書のコピー Copy of certificate to confirm the period of receipt and monthly amount (or copies of documents that can confirm the increase)
<input type="checkbox"/> 火災、風水害、盗難等の被害 Damage caused by fire, storm and flood, theft, etc.	被害状況届【様式20】 Notification of Circumstances of Damage [Form 20]

〈その他〉※下記に該当する場合は、次の提出書類を提出してください。

***In the following cases, it is not necessary to submit the above required documents.**

However, if any of the following apply to you, please submit documentation.

変更事由 Reasons for change	提出書類 Submitted document
<input type="checkbox"/> 2025年10月1日付けで留年又は最短修業年限を超過する場合(申請要領に定めるやむを得ない事情に該当するため、引き続き申請を希望する者のみ) If you repeat the year or exceed the minimum study period as of Oct. 1, 2025 for those admitted in October (Only when it is not due to personal reasons)	授業料免除の推薦理由書【様式5】 Recommendation with Written Statement of Reasons for Exemption from Tuition Fees [Form 5]
<input type="checkbox"/> 申請を取り下げる Withdraw the application (後期申請後、申請を取り下げる場合) (If you withdraw your application for the second semester after submitting it)	申請取り下げ書【様式21】 Withdrawal Application Form [Form 21]

Q. What is a certificate of income tax?

A. A certificate issued to each individual that states their income and taxable amount.

It is issued by the municipality where the person is registered as a resident as of January 1 of that year (for example, the certificate for the 2024 academic year will be issued based on where you were registered as a resident on January 1, 2024). As the name of this certificate may differ depending on the local government (e.g., income tax certificate or income certificate (taxable/non-taxable certificate)), if you are unsure, please confirm with the relevant government office that the certificate they issue covers items ① through ④ below.

- ① Breakdown of income/earnings
- ② Tax exemption for spouse
- ③ Number of dependents
- ④ Taxable amount

Documents listing “***” for any of the above will be considered deficient. Please note that “***” does not mean zero.

* However, some local governments use “**” to indicate zero. In this case, please contact the government office to confirm the meaning.

Q. Whose certificate of income tax is needed?

A. [For general students]

If both parents are present: 2 certificates (1 for the father and 1 for the mother)

If a single-parent household: 1 certificate (1 for either the father or the mother)

If a tuition-paying person other than a parent is present (e.g., grandparents, older siblings):

3 certificates (1 for the father, 1 for the mother, 1 for the other tuition-paying person)

[For independent students and privately-funded international students]

If no spouse: 1 certificate (1 for the applicant)

If a spouse is present: 2 certificates (1 for the applicant, 1 for the spouse)

★ In any case, it does not matter whether or not the individual indicated has an income. A certificate is needed even if the individual indicated is unemployed.

Q. If my father (or mother) is unemployed, do I still need to submit a certificate of income tax?

A. Yes, you do. Because you need to prove that being unemployed means that your father (or mother) has no income.

* If you are an independent student, interpret “father (or mother)” as “applicant (or spouse).”

Q. My father (or mother)’s certificate of income tax shows income for the past year, but he (or she) has already retired and is unemployed as of the application deadline (April 1 for the first semester, October 1 for the second semester). What should I do in this case?

A. If unemployed as of the application deadline, please submit your father (or mother)’s “Application by

<Related: P. 8>

FAQ (Regarding certificates of income tax)

Unemployed Applicant [Form 12],” in addition to the certificate of income tax. If severance pay was received upon retirement, please submit a copy of the Withholding Tax Certificate for Severance Pay, or [Form 14] (see p. 11).

* If you are an independent student, interpret “father (or mother)” as “applicant (or spouse).”

Q. Can I use a copy of a withholding tax certificate or final tax return instead of a certificate of income tax?

A. No, you cannot. Be sure to submit a certificate of income tax.

* If self-employed or with multiple sources of income, etc., and the certificate of income tax alone does not allow us to understand your circumstances, we may ask you to submit a copy of your withholding tax certificate or final tax return at a later date. In such case, we ask for your cooperation.